

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stat., notice is hereby given to
the public that the following meetings will be held**

THE WEEK OF NOVEMBER 15 - 19, 2010

MONDAY, NOVEMBER 15, 2010

* 11:30 a.m. Harbor Commission

Port & Solid Waste Office
2561 S. Broadway

* 3:00 p.m. Housing Authority

Rm 604, City Hall
100 N. Jefferson Street

TUESDAY, NOVEMBER 16, 2010

(No Meetings)

WEDNESDAY, NOVEMBER 17, 2010

(No Meetings)

THURSDAY, NOVEMBER 18, 2010

* 5:00 p.m. Facility Master Plan Subcommittee

Rm 201, Northern Building
305 E. Walnut Street

* 5:30 p.m. Administration Committee

Rm 200, Northern Building
305 E. Walnut Street

* 6:00 p.m. Library Board

Central Library
515 Pine Street

FRIDAY, NOVEMBER 19, 2010

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

CHARLES J. LARSCHIED

PORT AND SOLID WASTE DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY HARBOR COMMISSION

Monday, NOVEMBER 15, 2010 - 11:30AM

Port & Solid Waste Office **note location change!

2561 S. Broadway, Ashwaubenon

Agenda:

1. Roll Call
2. Approval/Modification – Meeting Agenda
3. Approval/Modification – **October 11, 2010** Meeting Minutes
4. Cat Island Chain Restoration Project – *Update*
 - a. WDOT Harbor Assistance Grant Agreement – *Request for Approval*
 - b. Easements – *Update*
 - c. Water Quality Certification - *Update*
5. Closure of Renard Island – *Update*
 - a. GLRI Closure Activities Bid – *Request for Approval*
 - b. USACE causeway construction - *Update*
 - c. Letter from USACE to Senator Herb Kohl
6. Bay Port Dredge Material Rehandling Facility Expansion – *Update*
7. Highway 41-141 Beneficial Reuse Project - *Update*
8. Audit of Bills – *Request for Approval*
9. Tonnage Report
10. Director's Report
11. Such Other Matters as are Authorized by Law
12. Adjourn

Charles J. Larscheid
Port & Solid Waste Director

Any person wishing to attend who, because of disability requires special accommodations should contact the Brown County Port and Solid Waste Department at 492-4961, at least two working days in advance of the meeting for special arrangements to be made.

Notice is hereby given that action by the Harbor Commission may be taken on any of the items which are described or listed on the agenda

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, November 15, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Michael Welch-Chair, Paul Kendle-Vice Chair, Tom Diedrick, Rich Aicher, Darlene Hallet

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 18, 2010 meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from U.S. Department of Housing and Urban Development dated November 04, 2010, regarding Technical Assistance visit they conducted on July 28, 2010.
3. Thank you card from Family Services for BCHA's support of efforts to house unsheltered families with children.

PUBLIC HEARING:

4. Public hearing to receive input on the Brown County Housing Authority 2011 Annual Agency Plan.

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. Portability Activity
 - G. SEMAP Monitoring Report
 - H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - I. Report on the Housing Choice Voucher Home Ownership Option.
 - J. VASH Reports
 - K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

6. Review and approval of revision to Brown County Housing Authority 2011 Annual Agency Plan.

NEW BUSINESS:

7. Authorization to approve Schenck as Auditor: 2010 rate: \$7,350; 2011 rate: \$7,570.
8. Authorization to apply for Family Unification Vouchers.
9. Review and approval of revisions to Chapter 18 (VASH Vouchers) of the Housing Choice Voucher Administrative Plan.
10. Review and approval of revisions to Chapter 4 (Application, Waiting List and Tenant Selection) of the Housing Choice Voucher Administrative Plan.
11. Discussion and possible action on results of data collected from Housing Choice Voucher application residency surveys.

INFORMATIONAL:

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

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FACILITY MASTER PLAN COMMITTEE

Jack Krueger, Chair
Carole Andrews, Vice-Chair
Bill Clancy, Mike Fleck, Pat Wetzel

FACILITY MASTER PLAN SUBCOMMITTEE

Thursday, November 18, 2010

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of July 29, 2010.
4. Timeline for moving the Sheriff to the S&L Building.
5. Update on RFO process for Mental Health Center.
6. Such other matters as authorized by law.

Jack Krueger, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Kris Schuller, Tony Theisen, Mark Tumpach

ADMINISTRATION COMMITTEE

Thursday, November 18, 2010

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of October 28, 2010.

1. Review Minutes of:
 - a. Housing Authority (October 18, 2010).

Communications

2. Communication from Supervisor Evans re: If there is no purchase, lease, or functional use of the old Mental Health Center by June 1, 2011, the facility will be torn down/razed.

Information Services

3. Budget Status Financial Report for August, 2010 and September, 2010
4. Director's Report – November 18, 2010.

Dept. of Administration

5. 2010 Budget Adjustment Log.
6. 2010 Vehicle Purchases Monthly Vehicle Costs – September, 2010. *Held for one month.*
7. Director's Report.

Human Resources

8. Human Resources Activity Report for October, 2010.
9. LEAN Report.
10. Medical and Dental Benefits – Fred Mohr attachment. *Held for one month.*

Child Support – No agenda items.

Corporation Counsel – No agenda items.

County Clerk – No agenda items.

Facility & Park Management – No agenda items.

Treasurer – No agenda items.

Other

11. Audit of bills.
12. Discussion of December 23, 2010 meeting date (*County Board office closed due to furlough*).
13. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/admin/November_2010.doc

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

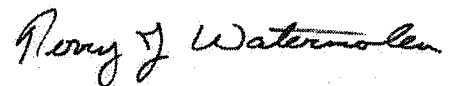
LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library
515 Pine Street, Green Bay
Thursday, November 18, 2010
6:00 p.m.
AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Facilities Report
 - a. Central Library Renovation update
 - b. Solar Energy Project at Kress
 - c. Energy Conservation Methods update
 1. Review Energy Audit Payback periods
5. Approve Wrightstown Branch Lease
6. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
7. Budget
8. Review Collection Development Policy
9. Information Services report on services received
10. Nicolet Federated Library System
 - a. Monthly update
11. President's report
12. Director's report
13. Such other matters as are authorized by law
14. Adjournment




Terry Watermolen
President

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.







NOVEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Executive Cmte 6:30 pm (budget & reg) 1	2	3	Special Ed & Rec 1:00 p.m. 4	5	6
7	Board of Supervisors Budget Meeting 9a.m. 8	Veterans' Recognition SubCmte 5:15 p.m. 9	10	Veterans' Day  11	12	13
14	15	16	17	Facility Master Plan SubCmte 5 p.m. Admin Cmte 5:30 p.m. 18	19	20
21	22	23	Human Services Cmte 6p.m. 24	Thanksgiving  25	County Board office CLOSED! 26	27
28	Land Con 6p.m. PD&T Cmte (approx 6:30p.m.) 29	30				

** December Admin Committee is tentatively scheduled for December 23, 2010.

DECEMBER 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5:00p.m. 1	Ed & Rec 6p.m. @ Resch Center 2	3	4
5	Executive Cmte 6:30 p.m. 6	Vets' Recognition SubCmte 5:15 p.m. 7	8	9	10	11
12	13	14	Board of Supervisors 7:00 p.m. 15	16	17	18
19	20	21	Human Svc Cmte 6p.m. 22	County Board office CLOSED! 23	24	 Christmas 25
26	Land Con 6p.m. PD&T Cmte (approx 6:30p.m.) 27	28	29	County Board office CLOSED! 30	31	

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center of Brown County Board (October 28, 2010).
- Facility Master Plan SubCommittee (July 29, 2010).
- Harbor Commission (September 13, 2010).
- Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee (July 7, 2010 and November 4, 2010).
- Planning Commission Board of Directors Chapter 21 Subdivisions Ordinance Revision SubCommittee (September 30, 2010).
- Veterans' SubCommittee (October 12, 2010 and November 9, 2010.)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

October 28, 2010

PRESENT: Keith Pamperin, Pat Finder-Stone, Bill Clancy, Libbie Miller, Grace Aanonsen, Tom Diedrick, Steve Daniels,

EXCUSED: Donajane Brasch, Judy Parrish, Pat Cochran

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, John Holzer, Denise Misovec, Jane Smith, Kay Tupala

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

INTRODUCTIONS: Introductions were made by Board Members and those present.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the October 28, 2010 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 23, 2010:

Mr. Pamperin moved and Ms. Miller seconded to approve the minutes of the regular meeting of September 23, 2010.

UPDATE ON FALLS PREVENTION ACTIVITIES: Dr. Donarski presented a brief update on the progress of Falls Prevention Programs. He noted that the two major risk factors with falls are medications and vision. These Falls Programs are 6-7 week programs with 7-10 hours of in-home assessment. When the *Stepping On* and *Living Well with Chronic Conditions* Workshops began in 2006 we were serving 12 clients and today we are serving 236 clients.

Dr. Donarski went on to explain that the ADRC's Falls Prevention Programs also partners with Northeastern Wisconsin Technical College (NWTC) and their *Keep Stepping Program*. He introduced Kay Tupala, the Dean of Health Sciences at NWTC, who distributed a brochure on the *Keep Stepping Program*. She noted that this is a program created to meet the needs of adults aged 60 and older through physical activity, health promotion, and educational activities. This is a one-on-one interaction between student and client offering students the opportunity to practice their assessment skills along with introducing the *Med Management Program* to clients. The *Med Management Program* is for those clients who are 60 years of age or over, on 4 or more medications, and have a history of falls or a fear of falls. Under the *Med Management Program* the student will do an in-home assessment, work closely with Jeff Kirchner, RPH/Owner of Streu's Pharmacy, and even get the provider involved if necessary. Communication with the physician is a significant part of the *Med Management Program*.

Ms. Archambault emphasized that this community oriented project will allow data to be collected and will fall in the category of a research based project. The State did receive a grant for the Wisconsin Institute of Health and Aging and Ms. Michaels is working with Dr. Mahoney to ensure that these programs are evidence based. There are many grants involved with this but the funding process is very complicated and there are many guidelines as to how we can spend these dollars. Therefore, we must look at all the requirements and develop a program that will allow for implementation. The long range goal is to have the pharmacy component of this purchased by insurance companies. Ms. Archambault noted that we have a wonderful collaboration with NWTC and now we need to figure out how we can participate in the bigger picture to capture these dollars.

FINANCIAL REPORT:

A. APPROVAL OF THE SEPTEMBER 2010 FINANCE REPORT: Ms. Archambault noted that the budget is on target. There were 3 pay days in October which will even out the Salary

Expense. Under the Benefit Specialist Part -D Grant we received \$15,000 more in revenues during the year and are spending those revenues. More funds were transferred into Falls Prevention Programs during the year and we are also spending those dollars.

The Revenue Report indicates overages in Medical Assistance Claiming and Benefit Specialist MA as we are taking in more revenue dollars than budgeted for. Ms. Bowers, ADRC Accountant, noted that the Revenue Report reflects an error in the formula for Project Income: Nutrition. She distributed a sheet with Meal Program corrections indicating the positive budget impact in Food Costs to be \$19,476. Ms. Archambault added that she and Ms. Bowers are working on a report that will explain financial overages in a more "easy-read" format.

Ms. Archambault informed board members that she had attended the Brown County Human Services Committee Budget Meeting last evening and they approved the ADRC Budget and our additional positions. She stressed that it was a very positive meeting with strong support for the ADRC. Our budget will go on to the County Board for approval on November 8th.

Mr. Pamperin moved and Sup. Clancy seconded to approve the September 2010 Finance Report. **MOTION CARRIED.**

B REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the donation of \$275 in memory of Luella Van Ess for agency use.

Mr. Pamperin moved and Ms. Finder-Stone seconded to approve the Restricted Donations. **MOTION CARRIED.**

C REQUEST FOR INCREASE IN FALLS PREVENTION: Ms. Archambault explained that Ms. Michaels, Prevention Programs Coordinator, has been spending a lot of her time working on funding issues and making phone calls inquiring about grants for the Fall Prevention Programs. We now have an opportunity to take on a volunteer through the AmeriCorp Connects Program at a cost of \$4,250 for 675 hours over an 8-10 month period. With Ms. Michael's time at a premium and having additional MA Claiming Dollars, as well as Personnel Account Dollars, Ms. Archambault requested board approval to allocate \$2,000 to the Falls Prevention Program.

Ms. Finder-Stone moved and Ms. Miller seconded to approve the allocation of a \$2,000 increase to the Falls Prevention Program. **MOTION CARRIED.**

REPORT FROM FACILITIES/PROGRAM COORDINATOR: Mr. Holzer began his report by explaining that his job duties as Facilities/Placement Coordinator of the ADRC include managing and supervising the facility maintenance and custodial staff, coordinating recruitment/placement of work experience programs' candidates, and coordinating the placement of court ordered community service individuals for the Department of Corrections and the Court System. Mr. Holzer gave a brief overview of:

The progress made in 2010 includes:

- **Loan Closet** – The loan closet of adaptive aides is partially funded with \$4,000 from this year's budget, by a few hundred dollars of donations by customers, and donated items by the West Side Lion's Club and individuals. Over the past 12 months we have added about 500 numbered items and about 100 unnumbered items. At present our closet has about 1525 numbered items, items we would like returned, and is operated on a donation basis.
- **Energy Use Reduction Work** to include switches, timers, settings and bulbs, atrium window tinting including sealing and replacing one window, roof drain completed successfully, remodeling of 7 office spaces, expansion of the front reception area, moving of the copy room and the staff break room.

- **Community Service** - We have taken in \$3,500 in fees and donations in lieu of community service for 2010 so far. This number is down about 30%. The 2010 recession has kept referrals to approximately 200 active people each month. With the inability to pay fines and the lack of jobs, the court system is having them turn to volunteer work. The ADRC, Home Bound Meals, Pulaski Senior Center and Curative West Adult Day Care receive over 1000 hours of help each year.
- **Employment Programs** - The ADRC relies on employment programs including the Senior Service Worker Program, the Wisconsin Senior Employment Program, The Department of Vocational Rehabilitation and Community Correction Employment Program, and the Senior Service workers Program. Workers from these programs are employed at the ADRC, Home Bound Meals, and the Pulaski and Denmark Senior Centers.

Projects still in progress for 2010 include:

- **Solar Electric Generation** - The request for a design engineer and to WPS will be going out this week. There may be an unexpected need for \$10,000 for engineering as the county's building engineer has left for other employment. The \$130,000 estimated cost + \$10,000 estimated engineering cost brings the total to \$140,000. We would need \$35,000 of Focus on Energy and \$35,000 of WPS rebates along with the \$60,000 approved by our board to give us the \$140,000 needed. The Focus on Energy and WPS applications will be going out on Friday.
- **Delivery of the furnishings** for the new office spaces and remodeled areas are expected on November 2nd. Signs and emergency response buttons are still on the list of things to be done. A Decorating Committee has been generating ideas to improve the building's appearance and accessibility for customers.

Projects we would like to address in the future:

- **Focusing on energy** we would like to finish the Solar Electric and Heating/Air Conditioning Digital Control
- **Improve the hallway access** to room 135-B
- **Work with the Decorating Committee** to make our site more welcoming and accessible to the public
- **Work with the bus transportation folks** on a new bus shelter outside our building. Mr. Holzer noted that they will be bringing the old shelter back until the new shelter is ready for installation.

RESOLUTION FOR ADRC GOVERNING BOARD REQUIREMENTS: Ms. Archambault reported that the resolution supporting the amendment to change the board composition of the Aging and Disability Resource Center of Brown County to meet state requirements for Joint Aging Unit and Aging and Disability Resource Center Boards was approved last evening by the Human Services Committee. From here it will go on to the County Board for approval.

Ms. Archambault noted that Ms. Cochran has declined reappointed to the ADRC Board of Directors and she is also looking for a representative from the Oneida Nation. Sup. Clancy, Ms. Finder-Stone and Mr. Daniels have agreed to serve another term and she will forward that information on to the County Executive.

ADRC UPDATE: Ms. Christianson, Assistant Director of the ADRC, informed board members that the ADRC's annual Quality Review is due on November 15th. The state has required us to rewrite many of our policies to meet the requirements of their format. Therefore, our Policy Committee has been very busy working on these; and, they will be presented at the December meeting for the board to review. Ms. Christianson also reminded board members to complete the Environmental Surveys if they have not already done so.

APPROVAL OF AMENDMENT TO THE 403(B) THRIFT PLAN TO MEET FEDERAL

REQUIREMENTS: Ms. Archambault stated that it is a Federal requirement that the ADRC amend our 403(b) Thrift Plan to comply with the Emergency Economic Stabilization Act of 2008, the Heroes

Earnings Assistance and Relief Act of 2008, and the Worker, Retiree and Employer Recovery Act of 2008. She referred board members to the amendment included in the board packet and asked for Board approval.

Sup. Clancy moved and Ms. Miller seconded to approve the amendment. **MOTION CARRIED.**

DIRECTOR'S REPORT: No Report.

GWARR UPDATE: Ms. Archambault distributed the minutes from the August 20, 2010 Board of Director's Meeting of the Greater Wisconsin Agency on Aging Resources to ADRC Board Members for their perusal.

ANNOUNCEMENTS: The following announcements were made:

- Ms. Finder-Stone noted that only the names of the Board of Director's Officers appear in the Add LIFE News. She would like to see this listing include all of the Board of Directors. This was agreed upon by consensus.
- Ms. Archambault announced that Rolf Hansen, the Planning Director of Family Care will be at the December Board Meeting to give us an update on the Northeast Wisconsin Family Care District.
- Mr. Diedrick encouraged everyone to vote on Tuesday and to pass that message on to family and friends.
- Ms. Archambault added that in an effort to promote public participation at our board meetings, "Comments from the Public" will be added to future agendas.
- Ms. Finder-Stone commended Ms. Archambault on the wonderful staff she has at the ADRC. She stated she is always impressed with the presentations that are made to the board.

NEXT MEETING DATE – OCTOBER 22, 2010: Ms. Archambault reminded board members that there will not be a board meeting in November due to the Thanksgiving Holiday. A combined November, December Meeting will be held on December 9, 2010 at 8:30 a.m. in the Aging & Disability Resource Center Dining Room. She added that this will also be a Christmas celebration and there will be food and refreshments.

ADJOURN: Sup. Clancy moved to adjourn and Mr. Daniels seconded. **MOTION CARRIED.** The meeting adjourned at 10:07 a.m.

Respectfully submitted,


Arlene Westphal, Secretary

PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, July 29, 2010, at 5:15 p.m. in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Carole Andrews, Mike Fleck, Jack Krueger, Bill Clancy
Excused: Pat Wetzel
Also Present: Executive Tom Hinz, Bill Dowell, Chuck Lamine.

1. **Call to Order:**

The meeting was called to order by Vice-Chair Andrews at 5:22 p.m.

2. **Approve/ Modify Agenda**

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR CLANCY TO APPROVE. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

3. **Approve/Modify Minutes of June 17, 2010:**

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR FLECK TO APPROVE. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR FLECK TO TAKE ITEM #5 BEFORE ITEM #4. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Item #5 was taken at this time.

4. **Review information regarding the purchase of the S&L Building with possible action.**

County Executive Hinz stated that this project had been going on for about four years and there had been steadfast discussions for about a year and a half. There was an article in the opinion section from last Sunday's Press Gazette in which he noted that he was disappointed in the strength of the article. A lot of important facts and details were left out. Hinz stated that he had been following the story online to see how much interest had been generated from the story and he had only seen one comment made from the public. He stated that it hasn't drawn a lot of interest but he considers that to be a good sign. Normally if people are against something, they really hammer away at the issue. He had yet to have anyone from the community come to him and state that this was a bad idea.

Hinz's opinion is that the police department is one of the few buildings that would make that property somewhat valued. The building would serve a good purpose for a law enforcement agency. He further discussed the \$2.95 million it would cost for the building, the operational costs and explained that the accepted offer is contingent upon County Board approval. The county wouldn't suffer anything except for a \$1,000 on the first refusal. Hinz informed there were plans to do an environmental assessment on the property.

With regards to other property options, Hinz stated that multiple buildings/sites, even the former mental health and jail site properties were explored. The S&L location is in the center of Brown County. The county is receiving resolutions from local towns and villages as well as the Chamber of Commerce in support of moving the Sheriff's department to the S&L location.

Hinz believed that this was the right decision and it wasn't something that just benefited one person but it would benefit the entire county. For example the bomb squad serves northeast Wisconsin and this is the perfect location for the bomb squad because of the response time.

Hinz felt that it was not very efficient renting the Denil garage which is located down the street from the Sheriff's department. Moving the Sheriff's Department will create additional space for the overcrowded District Attorney's office. When Hinz was Sheriff they moved the investigations to the Huber center so the D.A. staff had more room. The control division and investigation division were split. It will all fit. If they don't move forward with the Build America Bonds they will lose their opportunity in December and it will all be lost.

Clancy explained his concerns with this year's tight budget and asking people to do more for less with talk of potentially not giving raises and then the county goes out and purchases a new building. Krueger stated that he feels strongly the same way, that this is the toughest time to go out and make a purchase but the thing that sold him on going forward was the fact that they had the Build America monies. The second was the increase in costs if they wait another five years. Even through the past few years, the building costs had escalated more than 3% each year. Hinz stated he thought about this an awful lot and if the S&L didn't exist, they would still be moving forward on being LEAN and working on the budget but he felt that S&L and the budget were two different issues. They can't bond to fix the budget. The budget deficit for the state is real and they have to do with that and they have to do more with less. At the same token they have the problem with the Sheriff's Department. Clancy stated they have always been off when it comes to remodeling and it seemed that there are always charge backs that weren't figured in. He questioned how they can be sure that this is the final price. Hinz responded that the only assurance he could give was the amount of time and thought that had been put into this project.

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR ANDREWS TO SEND IT ON. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. Update from Facility Management Director Bill Dowell on former Mental Health Center Building.

Handouts were provided re: *Draft Brown County Mental Health Center Re-Use and Rehabilitation (copy available online at www.co.brown.wi.us under Facility Master Plan Committee Minutes).* Facility Management Director Bill Dowell stated that he and Planning Director Chuck Lamine had been working as a team and Lamine had been working on the provided document. He stated a few months back the committee approved a previous version of the document. Lamine had done some research and found some other examples that made sense to incorporate so they took the effort to update with newer information. He felt they had a good document.

Lamine noted that he had provided, at a previous meeting, a format document from the City of Madison of an RFP that was put together for a sale of a property. He explained that he patterned the document provided tonight after that. Referring to page 20, Lamine stated that the items in red still needed to have numbers put in to be confirmed by Purchasing Manager Cheryl Corbeille for finalization. Lamine informed that Corbeille informed that they needed to get a timeline together and a standard notice needed to be put on the document but overall it was close to being ready to go. In Lamine's opinion the most important thing added was a request for information about financial background for anyone that would put a proposal together. In his prior history one of the things that can happen is getting into a sale situation and there is no real financial backing or an actual plan in place to pull off the project. Lamine referred to pages 15 and 18 of the handout regarding Selection Criteria, Development Team Information and

Management Team, and expounded on the info. The intent was to make sure that if the property is transferred, the new owners would have the ability to pull off the project.

Supervisor Fleck questioned the status with the AMVETS. Dowell responded that they were still very interested. They had completed a few tours with Mr. Olk and he had been working his own plan but is planning to incorporate his proposal into the recommended format. In terms of the revenues to help pay for the expenses he was looking for shared revenue from VA programs. Krueger added that Mr. Olk informed that staff would be very minimal because he had plans to use residents for staff wherever possible. Krueger stated that he had a lot of support in the community such as the building trades and other building professionals.

Lamine informed that there was also a private builder that had continued to contact him with interest and is waiting for the document to be completed. Lamine stated that they will hit the internet and do their best to get the word out to architectural groups that specialize in these types of projects.

Supervisor Clancy questioned if Raasch Associates had ever given a cost estimate for a rehab facility. Dowell responded that in 2004 Raasch had done a cost estimate to renovate the former Mental Heath Center for a 100 bed facility. They gave a cost estimate for a 100,000 sq. ft. building similar to the new Community Treatment Center. Lamine stated it does give some information regarding the condition of the electrical and mechanicals which is helpful for evaluation purposes. This information is available on the Planning Department's website and they also have copies of the report available for the public.

Supervisor Krueger arrived at 5:36 p.m.

Dowell stated that this was an update to what was approved previously and that they wanted to let the committee know that there were changes and improvements. Lamine stated that they will continue to work with the Purchasing department and his goal was to finish the document in the next week and a half and get it published. He felt it was a pretty good format and it gives them the information they need.

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR CLANCY TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

At this time Chair Krueger took over the meeting and the committee moved back to item #4.

6. Such Other Matters as Authorized by Law:

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR ANDREWS TO ADJOURN AT 6:12 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

APPROVED 10.11.10

PHONE: (920) 492-4950 FAX: (920) 492-4957

CHARLES J. LARSCHEID

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on Thursday, **SEPTEMBER 13, 2010**, 11:30am., at Holiday Inn – City Centre, Green Bay, WI. The meeting was officially called to order by President McKloskey.

Roll Call:

Present: President Neil McKloskey
Vice-President Ron Antonneau
Commissioner Tom Klimek
Commissioner Bill Martens
Commissioner John Gower (arrived at 11:40am)
Commissioner John Hanitz
Commissioner Bernie Erickson
Commissioner Hank Wallace

Excused: Commissioner Craig Dickman

Also Present: Charles Larscheid, Brown County Port & Solid Waste
Dean Haen, Brown County Port & Solid Waste
Mark Walter, Brown County Port & Solid Waste
Paul Lemens, ENCAP
Chip McDonald, McDonald Lumber
Angela Moore, McDonald Lumber

3. Approval/Modification – Meeting Agenda

A motion was made by John Hanitz and seconded by Neil McKloskey to approve the agenda. Unanimously approved.

4. Approval/Modification – July 19, 2010 Meeting Minutes

A motion to approve the July 19, 2010 meeting minutes was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

5. ENCAP Beneficial Reuse of Dredge Material Project

- a. Project Overview, Paul Lemens, ENCAP
- b. Non-Disclosure Agreement – *Request for Approval*
- c. WDNR Solid Waste Management Plan

Manager Haen attended a UWGB-sponsored conference in spring where he began discussions with ENCAP regarding using Bayport dredge material as a renewable resource. Paul Lemens from ENCAP provided background information on the company, their partnerships, product concepts for a granulated soil to fertilizer spread and answered questions from the Commission. ENCAP will continue testing and studies on the reuse of dredge material and is hopeful to begin marketing of the product next spring.

Additional Bayport dredged material has been sent to ENCAP in order to perform a larger demonstration project. A Wisconsin Department of Natural Resources (WDNR) permit was necessary in order to remove a ton of material from Bayport. ENCAP is asking Brown County to sign a Non-Disclosure Agreement to protect their proprietary interests. Brown County Corporation Counsel has reviewed the Agreement and has incorporated some open records requirements into the Agreement. This Agreement will not affect the Port in regards to managing dredged material. If this project takes off, approximately 100,000 cubic yards per year could be taken out of Bayport. This project could prove to be a marketable resource and a valuable asset to the Port. Staff is recommending approval of the Non-Disclosure Agreement. ENCAP will perform a full chemical analysis on the finished product and expects a soft launch to take place locally next summer and then at the national hardware show the following year. ENCAP has filed for patent protection on this process. Staff noted that although the WDNR supports the project, solid waste management rules will prevail. Discussion ensued.

A motion to approve the Non-Disclosure Agreement was made by Tom Klimek and seconded by John Gower. Unanimously approved.

6. Flint Hills Resources, LLC Assignment of 1990 & 1996 dockwall leases to Flint Hills Resources Pine Bend, LLC
Flint Hills Resources has requested approval to change their LLC from Flint Hills Resources to Flint Hills Resources Pine Bend. This is a typical assignment and similar to the one done recently changing the name from Koch Materials to Flint Hills Resources. The Assignment has been approved by Brown County Corporation Counsel.

A motion to approve the dockwall lease was made by Bernie Erickson and seconded by Neil McKloskey. Unanimously approved.

7. Polaris Industries FTZ 167 – Update
Polaris Industries notified the Port in June 2010 that they will be closing their facility in Wisconsin within the next 18 to 24 months. Polaris is part of the Green Bay Foreign Trade Zone (FTZ) and pays Brown County \$1000 per month to use the FTZ. The Port's budget for 2012 will be affected, however, staff indicated that Marinette Marine, which was created in the fourth subzone six months ago, could hopefully make up that difference. In December, Marinette will be notified whether they will be awarded the Navy contract.
8. Tall Ship Festival Recap – Update
Staff thanked Hank Wallace, John Gower, Tom Klimek, Bernie Erickson, and John Hanitz who volunteered at the Tall Ship Festival. Can coolers were distributed to the Commissioners. The event had an attendance of 50,000 with a total cost to the Port of \$4000. Staff was pleased with the success of the event
9. Cat Island Chain Restoration Project – Update
The Dredge Material Management Plan (DMMP) has been approved by the U.S. Army Corps of Engineers (USACE) headquarters and should go out this week for a 30-day public comment period. Lt. Col. Michael Derosier, recently assumed command of the USACE – Detroit District, and will be in Green Bay on September 21st to discuss the Cat Island and Renard Island projects. The Port will need to have a Project Cooperative Agreement and Memorandum of Understanding negotiated. A copy of this was in the July Agenda Packet. Brown County Corporation Counsel is reviewing the documents along with staff in order to get the documents in proper form. At a news conference on Thursday, the Port was formally awarded the GLRI grants for Cat Island and Renard Island. In addition, the Port has filed with the NRDA through U.S. Fish & Wildlife for the \$800,000 amount held for Cat Island. The Wisconsin Department of Transportation has received their grant agreement and is similar to the Harbor Assistance Grants done by the Port in the past. Brown County has not received the grant agreements for the GLRI as of this date.

Staff is putting together a document for all concerned parties (Brown County Parks, Brown County Conservation Alliance & Wisconsin Department of Natural Resources) which outlines the easement. Approval is needed from all three parties. Once easements are received, then a Chapter 30 permit to allow crossing this piece of property will be needed from the State of Wisconsin. Within the next two weeks, the USACE will be in Green Bay to meet with the above-mentioned parties along with the Remedial Action Plan Work Group and Bio-Habitat to do a walk-through of the property. The Commission is invited to attend. The USACE has the Plans and Specifications about 50% completed.

10. Closure of Renard Island – Update

The USACE has applied for a Chapter 30 permit to build the causeway to Renard Island. The WDNR has completed their public comment period. Staff has a draft permit in hand, however, the details are still being worked on. One point of contention is that the WDNR is requesting 90 days for further analysis on some items. If that happens, the installation of the causeway to Renard Island by the USACE will not take place this year. The grant was just awarded so we are waiting to submit our grant agreement. A construction bid needs to be developed immediately and will be brought for approval to next month's meeting. This is a \$1.6M construction project.

11. Audit of Bills – Request for Approval

A motion to approve the bills was made by Bill Martens and seconded by Ron Antonneau. Unanimously approved.

12. Tonnage Report

Tonnage report was handed out at the meeting. Tonnage to date is equal to last year. In April tonnage was 120% higher than last year, May 70%, June 30%, July 10% and August was even. The Port, however, has not received all the shipments of salt for the year.

13. Director's Report

- The budget was passed in July. The 5% budget cuts that were part of the budget as requested were not accepted by the County Executive.
- Mark Walter, Facility Manager was introduced. This newly-created position will have 35% of its responsibilities as Port's activities. Mr. Walter previously held the position of Director at the Bay-Lake Planning Commission.
- Port of Green Bay Signage has been put on gas pump toppers as well as on the metro buses as part of the Harbor Prosperity PR campaign. Staff reported that a lot of positive feedback has been received. The Commission asked if this campaign extended into the Valley. Discussion ensued.

14. Such Other Matters as Authorized by Law

There were no other matters to discuss.

15. Adjourn

A motion to adjourn was made by John Gower and seconded by Neil McKloskey. Meeting adjourned at 1:00pm.

Neil McKloskey, President
Harbor Commission

Charles Larscheid, Director
Port & Solid Waste Department

MINUTES
LOWER FOX RIVER AND GREEN BAY SHORELINE WATERFRONT
REDEVELOPMENT STEERING COMMITTEE MEETING
Brown County Planning Commission
Wednesday July 7, 2010
De Pere City Hall, 2nd Floor Riverview Room
335 S. Broadway
De Pere, Wisconsin
2:00 p.m.

Committee Members

Fred Monique	X	Rick Ledvina	X
Paul Blindauer	X	Derek Lord	Exc
Penny Dart	X	Neil McKloskey	X
Cheryl Detrick	X	Jeff Mirkes	
Erin Hanson	Exc	Ken Pabich	X
Dean Haen	X	Charles Pelky	
Carol Karls	X	Jacqueline Frank	X
Rick Koffler	X	Aaron Schuette	X
Steve Kubacki		Nic Sparacio	X
Chuck Lamine	Exc	Angela Pierce	X

OTHERS PRESENT: Dotty Juengst – Brown County Planning Commission, Kyle Moseng – Oneida Tribe Planning, Kristen Rabas – Leonard & Finco Public Relations

ORDER OF BUSINESS

1. Welcome – Mr. Ken Pabich – City of De Pere Planning Director.

The meeting was called to order at 2:03 p.m. Committee and audience members introduced themselves.

K. Pabich welcomed the committee to De Pere and provided background on waterfront planning activities, including the De Pere Comprehensive Plan Update, Downtown Master Plan, Katherine Harper Riverwalk, and Government Island fishing wharf.

Ms. Jacqueline Frank was introduced as the new Executive Director of the National Railroad Museum.

2. Review/action regarding February 25, 2010, meeting minutes.

N. McKloskey made a motion to approve the minutes as presented. F. Monique seconded. Motion carried unanimously.

3. Review/discussion of revised Draft Chapter 1: Introduction.

A. Schuette informed the committee of changes made to the draft chapter based on comments received from the February committee meeting. Specific changes included adding Brown County Comprehensive Plan goals and objectives pertinent to the

waterfront to create the guiding vision for the waterfront plan.

C. Karls requested to clarify in the waterfront plan that the listed goals and objectives are taken directly from the Brown County Comprehensive Plan to avoid confusion with regard to the heading subtitles.

K. Pabich requested the photographs be captioned to better inform the reader and for consistency with all the chapters.

P. Blindauer noted it may create more reader interest to include references to some of the major waterfront issues in Chapter 1 that are discussed in detail later in the plan, such as Renard Island, port business expansion, intermodal containerized shipping opportunities, and the Cat Island Restoration.

4. Review/discussion of Draft Chapter 2: Study Area Land Uses.

A. Schuette provided background on how the draft Study Area Land Uses Chapter is set up, including the designation of "opportunity areas" that group similar land use areas together.

F. Monique noted it would be helpful to have a listing of land uses by parcel to create more specificity in the chapter.

A. Schuette stated that developing an appendix listing the land uses by parcel number and grouped by opportunity area is possible with the County's GIS system and will be included in the final document.

K. Pabich noted a way to benchmark and measure changes within the waterfront area would be to benchmark the total assessed valuation of each opportunity area and then recalculate them into the future to determine progress made.

A. Schuette said this would be a valuable exercise and will be included in the document.

C. Karls requested adding hyperlinks in the document to make it more interactive.

P. Blindauer noted a link to the Brown County Mapping Website would also be useful.

5. Review/discussion of Draft Chapter 3: Public Waterfront Access.

A. Schuette presented background on draft Chapter 3: Public Waterfront Access, including a discussion of improved parks, trails, and road-end access points. A. Schuette noted that the road-ends are generally not publicly known as official public access points and, except for the West Lazaar Avenue road-end in Allouez, are not signed as public access points. A. Schuette noted that many property owners adjacent to the road-ends consider the road-ends to be part of their property even though it is a public right-of-way. A. Schuette furthermore stated that some of the road-ends are not useable due to their locations in heavy industrial area and encroachments from adjacent properties. Therefore, the local unit of government should be contacted prior to utilizing the road-ends for public access.

N. McKloskey noted that users of the road-ends should be considerate of neighboring property owners in terms of parking.

K. Pabich stated the public should be encouraged to utilize improved parks and access points when they have a choice since there are facility improvements (restrooms, garbage receptacles, benches, disabled access, etc.) that are not available at road-ends.

P. Dart noted that kayakers in particular do not require improvements for usage.

A. Pierce stated a group is currently in the process of developing a Lake Michigan water trail similar to one that exists along Lake Superior and the identification of access points will help that effort as well as the Fox-Wisconsin Heritage Parkway effort.

F. Monique noted it would be helpful to include the number of parking spaces available at each improved park.

R. Koffler stated that having links to the websites of private marinas with transient boat dockage would be useful to readers.

A. Schuette asked the committee if a long-term goal should be to develop a west-side trail connection linking downtown De Pere to downtown Green Bay.

K. Pabich stated that many of the links are already in place, including the bike lanes on Broadway in Ashwaubenon.

R. Ledvina said a way to connect the parks and points of access are key.

The committee consensus was that a west-side trail consisting of off and on-road facilities linking the various parks and attractions would be a worthy long-term goal of the plan.

6. Review/discussion of Draft Chapter 4: Summary of Existing Plans Relative to the Waterfront.

A. Schuette provided an overview of Chapter 4 and the many plans developed over the past 10 years that impact the waterfront.

C. Karls asked if site-specific plans such as the Bay Beach plan, downtown Green Bay plans, or Heritage Hill plan should be included.

A. Schuette stated that including the plans would help to provide a base level of information and encourage information sharing across agencies.

N. Sparacio asked if the other communities are identified for specific recommendations similar to the City of Green Bay.

A. Schuette stated that the plan does identify potential recommendations throughout the document in all communities, where appropriate, based upon sound planning

principles and noted opportunities. The plan uses terms such as "encourage" and "consider" because there is a recognition that each community will ultimately make their own decisions how to proceed, but the communities will hopefully take the plan recommendations into consideration. A. Schuette stated a primary goal of the waterfront plan is to facilitate greater communication among the various communities, agencies, businesses, and interest groups when potential opportunities or issues arise. A. Schuette asked the committee to forward any pertinent plans that they would like to see in the plan to him.

P. Blindauer noted that the Great Lakes Restoration Initiative (GLRI) could provide funding for implementation of the plan.

D. Haen provided background on two GLRI grants Brown County Port and Solid Waste Department received for the capping of Renard Island and the Cat Island Restoration.

7. Plan completion timeline update.

A. Schuette informed the committee that he is currently working on Chapter 5, which is a literature review of successful waterfronts and case studies of Milwaukee and Duluth-Superior and how they integrate port and non-port land uses. Chapter 6 will contain the recommendations of the waterfront plan. A. Schuette stated he hopes to have a draft document together for committee review by the end of September.

8. Set next meeting date and location.

The next meeting will be scheduled for the end of September with a specific date, time, and location to be determined.

9. Adjourn.

Motion made by C. Karls to adjourn the meeting. The motion was seconded by C. Detrick. Motion carried unanimously. Meeting adjourned at 3:30 p.m.

MINUTES
LOWER FOX RIVER AND GREEN BAY SHORELINE WATERFRONT
REDEVELOPMENT STEERING COMMITTEE MEETING
Brown County Planning Commission
Thursday, November 4, 2010
305 E. Walnut Street
Room 200
(Brown County Northern Building 2nd Floor)
Green Bay, Wisconsin
3:00 – 4:30 p.m.

Committee Members

Jessica Beckendorf		Rick Ledvina	Exc
Paul Blindauer	X	Derek Lord	Exc
Penny Dart	Exc	Neil McKloskey	X
Cheryl Detrick	Exc	Jeff Mirkes	
Rick Stoll		Ken Pabich	
Dean Haen	X	Charles Pelky	
Carol Karls	X	Jacqueline Frank	X
Rick Koffler	Exc	Aaron Schuette	X
Mike Aubinger		Nic Sparacio	X
Chuck Lamine	X	Rich Heath	

ORDER OF BUSINESS

1. Call Meeting to Order

A. Schuette called the meeting to order at 3:08 p.m.

2. Review/action regarding July 7, 2010, meeting minutes.

Motion to approve the minutes as presented was made by N. McKloskey, seconded by C. Karls. Motion carried unanimously.

3. Review/discussion regarding Draft Chapter 5: Waterfront Community Best Practices and Case Studies.

A. Schuette provided an overview of the chapter and described the primary sections of the chapter. The first part of the chapter reviews two reports on waterfront redevelopment. The second part reviews three community waterfronts with similar issues as the lower Fox River and Green Bay shorelines – City of Duluth, MN, City of Milwaukee, WI, and City of Superior, WI.

C. Karls noted the importance of varied shorelines that are reflective of their nearby land uses.

P. Blindauer stated that lighting and a sense of security is necessary for people to utilize the waterfront.

C. Karls noted that Sheboygan has done a good job of this along their waterfront.

A. Schuette said he would include a reference to both of these issues in the document.

4. Review/discussion of Draft Chapter 6: Future Land Uses, Public Access, and Environmental Restoration Recommendations.

A. Schuette provided an overview of the chapter and explained the chapter is broken into two parts – the first part deals with area-wide policies and the second part identifies specific recommendations for each of the 12 identified opportunity areas.

P. Blindauer asked how the Port could increase exports.

D. Haen stated that there is no one business in the area that could fill up a ship with exported goods and that is the rationale behind the intermodal study. If multiple businesses could deliver their exports to an intermodal location for shipping, then it becomes more feasible. As it stands, the lack of a grain elevator and just-in-time shipping to minimize warehousing costs also contribute to a lack of export opportunities. D. Haen further noted the Harbor Commission is in discussions with ADVANCE to develop an economic development subcommittee to further port-related business recruitment and growth. D. Haen requested a reference to the formation of the committee be placed in the document.

P. Blindauer and C. Karls asked about the status of Renard Island.

D. Haen provided an overview of the closure process and the plans at this point are for Renard Island to be a passive recreation area, which may change in the future.

N. Sparacio asked where the concept of using the C. Reiss Coal Company land for continued port use came from since it is not consistent with current City of Green Bay plans.

C. Karls concurred.

A. Schuette noted it was from discussions with City of Green Bay staff. A. Schuette said he would revise the language to reflect the inconsistency with current plans with recognition of recently stated perspectives of staff from the City of Green Bay Planning and Economic Development departments.

N. Sparacio requested to have the alignment of the proposed East River Trail on Figure 6-1.

A. Schuette said he would add it to the map.

D. Haen requested A. Schuette provide a presentation to the Brown County Harbor Commission at their December meeting.

A. Schuette agreed to present the report.

A. Schuette said the report will be on the December 1, 2010, Brown County Planning Commission Board of Directors meeting for adoption and all committee members are welcome to attend.

D. Haen expressed his appreciation for quality work that A. Schuette completed in preparing the plan.

C. Lamine and A. Schuette thanked the committee members for their time and valuable contributions to the process.

5. Discussion/action regarding recommendation to Brown County Planning Commission Board of Directors.

The committee agreed to forward the report on to the Brown County Planning Commission Board of Directors.

6. Adjourn.

Motion made by N. McKloskey, seconded by D. Haen, to adjourn the meeting at 4:05 p.m. Motion carried unanimously.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, October 6, 2010
Humboldt Town Hall
5500 Humboldt Road
Green Bay, WI 54311
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Dotty Juengst	<u>X</u>
James Botz	<u>X</u>	Dave Kaster	<u>X</u>
Keith Chambers	<u>Exc</u>	Pat Kolarik	<u>Exc</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>X</u>
Norbert Dantinne, Jr.	<u>X</u>	Ken Pabich	<u>Exc</u>
Ron DeGrand	<u>X</u>	Gary Pahl	<u>X</u>
Bernie Erickson	<u>X</u>	Mike Soletski	<u>Exc</u>
Mike Fleck	<u>X</u>	Alan Swatloski	<u>Exc</u>
Steve Grenier	<u>X</u>	Mark Tumpach	<u>X</u>
Mark Handeland	<u>Exc</u>	Jerry Vandersteen	<u>X</u>
Greg Henning	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>

OTHERS PRESENT: Lisa J. Conard, Jeff Jensen, Chuck Lamine, Cole Runge, Peter Schleinz, and Aaron Schuette.

1. Approval of the minutes of the September 1, 2010, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by M. Fleck, seconded by B. Erickson, to approve the minutes of the September 1, 2010, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Notice of public hearing on *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and public hearing on the addition to the *Green Bay Metro 2010 Program of Projects*. These public hearings will be held concurrently. (Note: Accessible public transportation services were available to and from the hearing from the Green Bay Metro Transportation Center, 901 University Avenue, Green Bay. The service was scheduled to depart from the Transportation Center at 6:00 p.m. and returned to the Transportation Center upon completion of the hearing. The service was free and open to the public. However, no one attended the hearing.)

N. Dantinne turned the public hearing over to L. Conard.

L. Conard opened the public hearing for the *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and public hearing on the addition to the *Green Bay Metro 2010 Program of Projects*.

L. Conard stated the amendment and update to the 2010 Green Bay Metro Program of Projects includes the addition of \$1,100,000 in federal funds for the purchase of up to six new buses. The amendment also includes \$448,000 in federal funds for the design work

for the Riverside Drive/Broadway repaving project and the rehabilitation work on the Tillman and Walnut Street bridges.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard also informed the commission that no comments had been received during the 15-day public comment period.

L. Conard informed the commission that the requirement for a public comment period and hearing has been fulfilled.

3. Discussion and action on *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

A motion was made by S. Grenier, seconded by G. Pahl, to approve *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.* Motion carried.

4. Subdivisions Ordinance variance to Section 21.63 proposing to allow reduced street frontage and reduced lot area square footage for Lot 2 of a two lot certified survey map in the Town of Green Bay. (VAR 2010-02 TGB)

P. Schleinz provided a review of the staff report.

D. Juengst asked about the history of substandard street frontage and lot sizes.

P. Schleinz stated that it was common to have less street frontage and smaller lots on the bay shore.

G. Pahl asked if the property had sewer service.

P. Schleinz stated yes.

M. Tumpach asked for clarification on how many substandard lots were in this area.

P. Schleinz stated eight north of the property are being discussed.

N. Dantine clarified that the property was on a private drive.

B. Erickson asked if the property was owned by one individual.

P. Schleinz stated yes.

P. Schleinz stated that the Town of Green Bay was in favor of the lot layout as identified in the amendment.

A motion was made by M. Fleck, seconded by B. Erickson, to allow interested persons to speak. Motion carried.

Mr. Jeff Jensen, property owner, stated he is seeking the creation of two lots. Mr. Jensen indicated that he applied for the variance so that he can sell the property containing the seasonal cottage while using the other dwelling as his permanent residence.

A motion was made by B. Erickson, seconded by R. DeGrand, to return to the regular order of business. Motion carried.

A motion was made by B. Erickson, seconded by P. Moynihan, to approve the Subdivisions Ordinance variance to Section 21.63 proposing to allow reduced street frontage to be 46.97 feet and reduced lot area square footage to be 3,876 square feet for Lot 2 of a two lot certified survey map in the Town of Green Bay (VAR 2010-02 TGB) with the two conditions outlined in the staff report. Motion carried.

5. 2011 Brown County Planning Commission budget.

C. Lamine stated that he has met the levy target set by the County Executive. The 2011 proposed Planning budget shows a levy reduction from the 2010 amended budget of \$60,498 or a decrease of 15.5%. The overall reduction of the Planning and Land Services (PALS) budget shows a levy decrease of 12%.

Planning	2010 Amended Budget	2011 Proposed Budget	Reduction in Percent
Levy Only	\$389,795	\$329,297	-15.5%

C. Lamine stated that because the Planning Commission is formed as a regional planning commission, the Planning budget must be reviewed and approved by the Brown County Planning Commission Board of Directors.

C. Lamine provided an overview of the proposed 2011 budget:

Decrease in revenue/Increase in expenditures:

- The 2010 vs. 2011 budget shows a decrease of \$29,000 in revenue received from the Brown County Highway Department. The funds were expended for the work performed on the south bridge and connecting arterial EIS (\$20,000 allocated to hire a consultant to perform the archeological work on the project).
- The *Lower Fox River and Green Bay Shoreland Waterfront Redevelopment Plan*, in which the Planning Department received a \$10,000 grant in 2010, will be completed.
- The federal transportation grant for 2011 is estimated to be approximately \$14,000 less than 2010 levels.
- The County Executive is recommending a cost of living adjustment for administrative staff of 2%. The administrative staff was not given a cost of living adjustment in 2010. The union employees received a 2.5% cost of living increase in 2010 and the Brown County Board of Supervisors has approved a 2.5% cost of living increase for union employees for 2011. All of the planning staff are considered administrative employees.

Increase in Revenue/Decrease in Expenditures:

- The Brown County Board of Supervisors voted to end its membership with the Bay-Lake Regional Planning Commission beginning in 2011, saving approximately \$87,500.

- Brown County installed a new phone system in 2010 that will save the department \$2,700 over 2010 rates.
- The copy expense was reduced by \$800 as materials previously copied are now posted on the website, downloaded to CDs, and/or emailed.
- The PALS Department eliminated one staff vehicle. (The use of new air photos and other land-related products has greatly reduced the need to perform field checks.)

C. Lamine noted that the PALS Department will not add staff or purchase any equipment in 2011.

Overall, the 2010 amended planning budget is estimated to be \$906,303 and the 2011 proposed budget is \$774,441, a decrease of \$131,862.

C. Lamine noted that staff will continue to pursue grant opportunities to further offset the 2011 levy.

N. Dantine stated that he was in Washington D.C. recently and was given information about free training opportunities and will pass this information along to county staff.

The full PALS Department budget has been provided to the Planning, Development & Transportation (PD&T) Committee and the Brown County Board of Supervisors. The PD&T Committee will address the budget in October and the Brown County Board of Supervisors will address it in November.

A motion was made by G. Pahl, seconded by M. Fleck, to approve the 2011 Brown County Planning Commission budget. B. Erickson, D. Kaster, N. Dantine, and M. Tumpach abstained. Motion carried.

6. Distribution of draft MPO Long-Range Transportation Plan Update.

C. Runge requested the commissioners review the document over the next month in anticipation of discussion and action at the November 3 meeting.

D. Kaster asked C. Runge to explain the ¾-mile from a fixed route paratransit service area.

C. Runge stated that Green Bay Metro offers complementary paratransit service to qualifying persons with disabilities with a trip origin and destination within ¾ of a mile of a fixed bus route. This is consistent with the Americans with Disabilities Act (ADA).

P. Blindauer suggested that with an increase in the number of elderly in Brown County, transportation programs such as the Red Cross and Metro's Paratransit Program are likely to see an increase in requests for service.

C. Runge agreed. C. Runge stated that this is an issue that the Brown County Transportation Coordinating Committee (TCC) has discussed at length.

D. Kaster asked about the number of Green Bay Metro fixed routes and service frequency.

C. Runge stated that the number of routes was reduced a year ago. However, the area served by the routes remains relatively the same because several routes were consolidated. There are routes that operate every 30 minutes and routes that operate

every 60 minutes. However, we have seen a decrease in the overall amount of service provided due to funding levels.

W. Clancy suggested that volatile fuel prices can have a major impact on transportation program budgets.

C. Runge agreed.

D. Juengst stated that she read the report entitled *Transportation Needs of Low Income Residents in the Green Bay Metro Area* prepared by the Bay Area Community Council and asked if the report could be used to guide transportation investments.

C. Runge stated that staff has read the report and discussed the findings with its principal author, Dr. David Littig. Planning staff also has worked in cooperation with Cathy Putman, director of the Brown County Housing and Homeless Coalition, on solving various transportation problems for disadvantaged populations.

C. Runge stated the report confirms that existing transportation funding is not adequate to meet the demand.

C. Runge stated Planning staff continually works with Green Bay Metro and area human service agencies in regards to services provided and grants for capital and operating assistance for various transportation services.

W. Clancy stated that the state legislature failed to pass enabling legislation that would allow the metropolitan communities to form a Regional Transit Authority (RTA). W. Clancy added that there is not enough support at this time.

C. Runge stated that Valley Transit (serving the greater Appleton area) formed a committee to address the funding dilemma. State assemblypersons and senators who represent the Fox Valley support RTA enabling legislation. However, RTA legislation that affects the Fox Valley and Green Bay has not passed in the assembly or senate.

D. Kaster asked why the draft MPO Long-Range Transportation Plan Update contains analyses based on the 2000 Census.

C. Runge explained that the MPO Long-Range Transportation Plan, which was developed in 2005, is required by the federal government to be updated every five years. The MPO Plan Update for the Green Bay Urbanized Area is due in November of 2010. Many MPOs from around the state are on this schedule and are using the 2000 Census data. The next update, likely due in 2015, will include analyses based on the 2010 Census.

D. Kaster suggested leaving the history of the south bridge and connecting arterials in the document to reflect the work of the communities in officially mapping a possible route for the south bridge and connecting arterials back in the mid and late 1990s.

C. Runge agreed that this could be done.

D. Kaster stated he would prefer to see the word "should" be replaced with "could" or "may" because it sounds like the plan is telling communities what to do.

C. Runge stated that this was discussed before the plan was adopted in 2005, and the reason that "should" was used instead of "shall" or "will" is because the plan is recommending policies instead of requiring them. C. Runge stated that the plan recommends policies for communities to consider, but the communities are not required to implement the recommendations.

D. Kaster stated that he thought bicycle lanes and multi-use paths were a huge expense and underutilized. D. Kaster suggested that most bicyclists use the middle of the road as opposed to using the striped lanes, which causes conflict with other vehicles.

G. Pahl stated that he often sees groups of 40 or 50 bicyclists riding down the road with little consideration for others.

C. Runge stated that many bicyclists use and remain in the area's bicycle lanes. He also stated that unlawful behavior by bicyclists should be recognized and that penalties should be assessed.

J. Vandersteen stated that the Village of Suamico is working on enhancing opportunities for bicyclists throughout the community and changes have been well received.

G. Pahl suggested he would like to see the Town of Wrightstown prohibit bicycle use by non-town residents on all roads with the exception of STH 96.

C. Runge stated that bicycles are vehicles and cannot be prohibited from using any public roads.

D. Kaster reiterated that this is not the time to spend money on bicycle facilities and that CTH GV is a good example.

C. Runge stated that as long-range planners, we have to look ahead. A new road can easily last 50-60 years. It is more cost effective to put the facility in now than it is to retrofit in the future.

C. Runge noted that Bellevue, Ledgeview, and De Pere have adopted plans that recommend on-street bicycle lanes along their sections of CTH GV.

A motion was made by R. DeGrand, seconded by B. Erickson, to receive and place on file the draft report with the intention of taking action at the November 3 meeting of the Brown County Planning Commission. Motion carried.

C. Runge asked the planning commissioners to call or email him if they have additional questions or comments about the draft plan update.

7. Director's report.

a. Land use inventory update.

C. Lamine referred to the map included in the packet.

C. Lamine stated that the two interns hired by the Brown County PALS Department have completed assigning a land use classification to all of the parcels assigned to them. Bay-Lake Regional Planning Commission staff has completed three

communities assigned to them with the villages of Ashwaubenon, Bellevue, and Pulaski and the Town of Ledgeview yet to be completed.

b. EPA Brownfield grant application.

A. Schuette provided an overview of the staff report contained in the packet and noted the number of successful projects completed in Brown County to date.

A. Schuette stated that \$225,000 in hazardous substance and petroleum funds have been used on said projects. A. Schuette stated he is in the process of writing a grant for an additional \$200,000 for hazardous substance site assessments within Brown County.

A. Schuette stated that approximately \$120,000 in grant funding remains for petroleum-based environmental site assessments and invited anyone with knowledge of a vacant or underutilized property within their community that may be contaminated with petroleum to give him a call.

8. Brown County Planning Commission staff updates on work activities during the month of September 2010.

A motion was made by R. DeGrand, seconded by B. Erickson, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of September 2010. Motion carried.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

9. Other matters.

G. Pahl asked about the status of the south bridge and connecting arterials Environmental Impact Statement (EIS).

C. Runge stated that the EIS Lead Agencies (Brown County, WisDOT, and the Federal Highway Administration) agree that Alternative #4 - Old Martin Road could be eliminated from further consideration upon agreement from the EIS Cooperating Agencies (WDNR, EPA, and the US Army Corps of Engineers). It is anticipated that staff will know within a month if these agencies agree with this recommendation. The remaining alternatives will then be studied in greater detail with the goal of identifying a preferred project alternative.

10. Adjourn.

A motion was made by W. Clancy, seconded by G. Pahl, to adjourn. Motion carried.

The meeting adjourned at 7:47 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
October 6, 2010**

September 2010 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the September meeting of the Brown County Planning Commission Board of Directors.
- Continued to complete an analysis for the proposed Brown County Sheriff's Department facility relocation to the S & L Building. Attended meetings in this regard with the Brown County Executive, Public Safety Committee, Executive Committee, and the Brown County Board of Supervisors.
- Participated in S & L Building bonding coordination meetings with various county staff.
- Attended the LEAN Steering Committee meeting on September 2.
- Completed final draft review of the 2011 Planning and Land Services Department budget.
- Coordinated with Advance for administration of the Brown County Economic Development Revolving Loan program.
- Met with the County Executive and Facilities staff regarding the Request for Offers document for the sale of the old Mental Health Center building and disposal of county equipment.
- Worked with staff on revisions to the Chapter 21 Subdivisions Ordinance for environmentally sensitive areas.
- Attended the September meeting of the Brown County Board of Supervisors to discuss the CTH GV design.
- Facilitated several Planning and Land Services managers and Planning staff meetings.
- Reviewed and assisted with development of draft chapters of the Waterfront Plan.
- Met with the representatives of Bellevue, Ledgeview, and the Brown County Planning & Land Services and Highway Departments to discuss the design of CTH GV in Bellevue and Ledgeview.
- Completed and discussed job description updates for various positions in the Planning and Land Services Department with staff of the Human Resources Department.
- Participated in a meeting with representatives of WisDOT and the BCPC to discuss the next steps in the STH 29/CTH EA environmental study.
- Met with BCPC staff and a consulting firm representing WisDOT to discuss the tasks that will be completed to finish the STH 29/CTH EA environmental study.
- Participated in a meeting of the Brown County Board's Planning, Development, and Transportation (PD&T) Committee to discuss the design of CTH GV.
- Participated in a CTH GV discussion at a Brown County Board of Supervisors meeting.
- Participated in a meeting with Ledgeview and Bellevue staff, the Bellevue Village President, and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV design conditions identified by Bellevue.
- Met with a property owner and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV project and answer questions.
- Met with Brown County Highway Department and BCPC staff to discuss preparing visuals and other information for a CTH GV meeting at a property owner's home. Also met with CTH GV residents and representatives of the Brown County Highway Department, Brown

County Board of Supervisors, Town of Ledgeview, and BCPC at the property owner's home to present information and answer questions.

- Met with the County Facilities Director, County Executive, County Administration Director, and Planning staff regarding changes to the proposed EECBG projects on September 17.
- Met with the Brown County Emergency Management Director regarding an update to the Brown County All-Hazards Plan on September 14.
- Chaired the Brown County Land Information Committee meeting on September 15.
- Attended a meeting with a developer regarding a potential economic development project in proximity to the Resch Center.
- Attended the Energy Oversight Committee meeting and presented on issues associated with wind energy development.
- Attended and participated as a member of the Community Health Improvement Process Partner (CHIPP) meeting for the Brown County Health Department.
- Attended a JOSHUA Workforce Housing Taskforce meeting.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed the third, fourth, and fifth drafts of Chapter 2 of the EIS. After finishing the drafts, I facilitated an EIS Lead Agencies meeting with representatives of WisDOT and the Federal Highway Administration (FHWA) and presented the revised drafts to the meeting participants.
- Continued to collect information for and develop the 2007-2009 Green Bay Metropolitan Area Intersection Crash Study.
- Participated in a meeting with representatives of the Village of Bellevue, Brown County Highway Department, and BCPC to discuss the next steps in the STH 29/CTH EA environmental study.
- Participated in a meeting with representatives of WisDOT and the BCPC to discuss the next steps in the STH 29/CTH EA environmental study.
- Met with BCPC staff and a consulting firm representing WisDOT to discuss the tasks that will be completed to finish the STH 29/CTH EA environmental study.
- Participated in a meeting of the Brown County Board's Planning, Development, and Transportation (PD&T) Committee to discuss the design of CTH GV.
- Developed two reports that contained answers to frequently asked questions about the CTH GV project.
- Participated in a CTH GV discussion at a Brown County Board of Supervisors meeting.
- Participated in a meeting with Ledgeview and Bellevue staff, the Bellevue Village President, and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV design conditions identified by Bellevue.
- Met with a property owner and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV project and answer questions.
- Met with Brown County Highway Department and BCPC staff to discuss preparing visuals and other information for a CTH GV meeting at a property owner's home. Also met with CTH GV residents and representatives of the Brown County Highway Department, Brown County Board of Supervisors, Town of Ledgeview, and BCPC at the property owner's home to present information and answer questions.
- Prepared the draft Green Bay MPO Long-Range Transportation Plan (LRTP) Update for public review. This included developing a public review/hearing notice and formatting the document for printing and distribution.
- Developed the agenda for a meeting of the Brown County Transportation Coordinating Committee (TCC). Also chaired the TCC meeting.

- Participated in two meetings of the Town of Ledgeview's Parks and Recreation Plan Update Committee.
- Participated in a meeting of the Northeast Wisconsin Regional Traffic Demand Model Advisory Committee.
- Completed a survey for the Green Bay area LIFE study.
- Developed a proposal to retain federal operating funding for Green Bay Metro and submitted it to Congressman Kagen's office.
- Participated in a Green Bay Transit Commission meeting.

The recent major planning activities of Aaron Schuette, Senior Planner:

- Completed an initial draft of the Lower Fox River and Green Bay Shoreline Waterfront Plan.
- Attended a webinar on the 2011 EPA Brownfield Assessment Grant program.
- Began writing an EPA Areawide Brownfields Assessment Grant application for hazardous substances.
- Prepared Brown County Administration grant review forms for Wisconsin Coastal Management and EPA Brownfield Grants.
- Prepared and submitted a reimbursement request for the EPA Brownfield Grant.
- Placed Brown County's EPA Brownfield grant funded projects in to the EPA ACRES program.
- Began writing a Wisconsin Coastal Management Grant application for the Brown County Coastal Shoreland Area Mapping and Public Education Initiative.
- Made revisions to the 2nd Quarter Department of Energy reporting for the Energy Efficiency and Conservation Block Grant (EECBG).
- Met with the County Facilities Director, County Executive, County Administration Director, and Planning Director regarding changes to the proposed EECBG projects on September 17.
- Met with County Administration and Land Conservation Department staff regarding federal grant administration requirements on September 17.
- Began preparing a comprehensive amendment to Brown County's EECBG project list and budget.
- Attended a webinar on Davis-Bacon wage rate requirements for federal grants on September 27.
- Met with Hobart village staff regarding the Wisconsin Working Lands Initiative on September 1.
- Prepared a preliminary listing of parcels participating in the Wisconsin Working Lands Initiative and provided it to Brown County Land Conservation.
- Created GIS-based Wisconsin Working Lands Initiative Maps for the Village of Hobart and Town of Holland based on locally provided maps.
- Met with the Brown County Emergency Management Director regarding an update to the Brown County All-Hazards Plan on September 14.
- Gave a presentation on maps and geography to the Meadowbrook Elementary School 3rd grade classes on September 22.
- Prepared a digital page-size road map for the Town of Rockland.
- Reviewed and distributed certified survey maps as needed.

The recent major planning activities of Peter Schleinz, Senior Planner:

- Began review of 10 new certified survey maps (CSMs) and one new final plat. Completed review of 16 CSMs. Completed county review of one City of Green Bay and City of De Pere CSM and plat.
- Responded to one private Water Quality Letter request.
- Completed one environmentally sensitive area (ESA) amendment.
- Finalized a Village of Bellevue ESA amendment petition related to an acreage swap that allowed a lot to be developable due to changes on 2009 FEMA maps. The ESA mitigation required the mitigation of 1,400 square feet of floodway setback from the subject lot to an adjacent lot.
- Developed solutions for ESA inquiries in the City of Green Bay, Village of Suamico, Town of Humboldt, and the Town of Lawrence, among other locations.
- Concerns in the City of Green Bay where a subdivision was established with sufficient buildable area, and a developer desires the reduction of an ESA setback to an ordinary high-water mark and floodway.
- Concerns in the Village of Suamico where a lagoon was proposed to be filled. Village staff had inquiries regarding authority between county, state, and federal government with the subject area being along the Bay of Green bay and questioned who owned the lagoon and if it was permitted to be filled.
- Concerns in the Town of Humboldt related to property with ESAs. Planning staff allowed a property owner to place approximate ESAs on the CSM, but were concerned because the approximates may not be acceptable to the WDNR when a property owner attempted to obtain permits for development in the future.
- Concerns in the Town of Lawrence regarding drainage ways and adjacent ESAs.
- Completed dry weather field screening data collection and storm water sample collection with Brown County Highway Department. Review included approximately 114 outfall locations. Review was setup to address criteria of both the WDNR and EPA permit requirements. Performing this task in-house costs approximately \$3,000, a significant savings when compared to contracting the project out.
- Reviewed draft documents for the Lower Fox Wolf TMDL and provided additional comments to the Wisconsin Department of Natural Resources. Primary concerns related to not identifying the county in breakout municipality lists for watersheds, and suggested TSS reductions that exceeded 40 percent.
- Worked with WDNR to allow the development of updates to the Sewage Plan, a step to allow both the Sewage Plan and Subdivisions Ordinance to be updated at the same time, coordinated with County Ordinances 22, 23, and the new NR 115.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Finalized work regarding the *2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The TIP is a five-year program of highway transit, elderly and disabled, and transportation enhancement projects.

- Presented the draft TIP to the BCPC Board of Directors for approval.
 - Completed TIP project fiscal constraint demonstration.
 - Coordinated printing and publication of the final document.
 - Submitted final to WisDOT, FHWA, and FTA.
- Began preparing *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. This amendment includes the addition of six new buses for Green Bay Metro with a federal contribution of \$1,100,000 and design work for improvements to Riverside Drive/Broadway and the Tillman and Walnut Street bridges. Published request for comments and public hearing legal notice and sent out a notice to interested parties regarding the amendment.
- Calculated traffic volumes and accident rates for area intersections with high accident occurrences for use by the Principal Planner in the development of the Crash Study.
- Submitted to WisDOT the BCPC Board of Director's ranking of projects under consideration for SMIP funding.
- Researched and reviewed various random sampling procedures that met the statistical standard of 95 percent confidence and +/- 10 percent precision in an effort to meet the Federal Transit Administration's (FTA) National Transit Database (NTD) reporting requirements. Sampling will begin on January 3, 2011, and continue throughout the year.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the BCPC Board of Directors meeting the evening of September 1. Recorded and prepared minutes.
- Participated in the Brown County Transportation Coordinating Committee meeting on September 13. Recorded and prepared minutes.
- Attended the Green Bay Transit Commission meeting on September 15.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Finished the 2010-2015 Land Records Modernization 5-year Plan document.
- Coordinated and attended a Land Information Office (LIO) Committee meeting on September 15.
- Attended a PD&T Committee meeting on September 27.
- Continued to coordinate the LiDAR elevation mapping projects: managed grant funds and dispersed to partners.
- Coordinated and attended a GIS Data Maintenance Team meeting.
- Continued to coordinate the aerial photography project: received aerial photography, began quality control review, and coordinated distribution of photos.
- Continued to assist the Land Conservation and Information Services staff on the ag inventory project and the TMDL watershed mapping project.
- Continued to coordinate the Internet web mapping project.
- Began setting up the new GIS servers and v3 GeoDatabase.
- Assisted the Survey Coordinator in getting more survey tie sheets on the Internet mapping site.
- Assisted the Emergency Management intern with GIS projects.
- Attended the Emergency Operation Center / ICS Interface course on September 28 and 29.
- Produced a 911 "Geo" file export for the Public Safety Department.
- Conducted a presentation to the Health Department on the use of GIS.
- Assisted Zoning in getting more FEMA LOMA/LOMR case files online.
- Continued to work on finishing the 2010 plat book.

- Provided regular updates to GIS datasets to several municipalities (Suamico, Bellevue, and continued to support those with direct-connect into our GIS server such as Green Bay, Ashwaubenon, De Pere, and Howard).
- Continued updating GIS data and records.
- Created scripts that automate the update of the Internet mapping system.
- Continued to research addressing / street name issues in the County, particularly along County Highway U.
- Assisted Planning staff and others with the CTH GV corridor planning.
- Provided GIS data and maps to Wisconsin DOT, Bonestroo, AECOM, Giles Engineering, Extreme Structures LLC, Performa, NEW Paramedic Rescue, UWGB, American Cancer Society, Cornerstone Appraisals, Tri-Data, Reinhart Law, Merrill Lynch, UW-Extension, Portside Builders, WPS/Integrays, Robert E. Lee & Associates, Mau & Associates, First National Bank, US Department of Agriculture, and Grandbridge Real Estate Capital.
- Assisted other people with miscellaneous service and data requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Continued to work on the Brown County Bike and Pedestrian Plan. Review of the text for chapter 5 (Metropolitan Area Bicycle Facility Recommendation and Justifications). Began a gap analysis of existing and proposed bike facilities around the county.
- Continued updating the Common Place layer in GIS.
- Completed a rendering for each building along the CTH GV corridor north of the Ledgeview town line. Each rendering depicts the proposed road placement and the future changes that are incorporated with the new road.
- Continued support of the interns working on the 2010 Land Use project. The project is 99 percent complete for Brown County's portion of work. We have received three of the seven communities that Bay-Lake Regional Planning Commission agreed to complete. Each has been incorporated into the data set.
- Produced four addresses.
- Finalized and printed the Food Study maps for the UW Extension office.
- Participated in the regular staff meetings held every other Thursday morning.

MINUTES
LOWER FOX RIVER AND GREEN BAY SHORELINE WATERFRONT
REDEVELOPMENT STEERING COMMITTEE MEETING
Brown County Planning Commission
Wednesday July 7, 2010
De Pere City Hall, 2nd Floor Riverview Room
335 S. Broadway
De Pere, Wisconsin
2:00 p.m.

Committee Members

Fred Monique	X	Rick Ledvina	X
Paul Blindauer	X	Derek Lord	Exc
Penny Dart	X	Neil McKloskey	X
Cheryl Detrick	X	Jeff Mirkes	
Erin Hanson	Exc	Ken Pabich	X
Dean Haen	X	Charles Pelky	
Carol Karls	X	Jacqueline Frank	X
Rick Koffler	X	Aaron Schuette	X
Steve Kubacki		Nic Sparacio	X
Chuck Lamine	Exc	Angela Pierce	X

OTHERS PRESENT: Dotty Juengst – Brown County Planning Commission, Kyle Moseng – Oneida Tribe Planning, Kristen Rabas – Leonard & Finco Public Relations

ORDER OF BUSINESS

1. Welcome – Mr. Ken Pabich – City of De Pere Planning Director.

The meeting was called to order at 2:03 p.m. Committee and audience members introduced themselves.

K. Pabich welcomed the committee to De Pere and provided background on waterfront planning activities, including the De Pere Comprehensive Plan Update, Downtown Master Plan, Katherine Harper Riverwalk, and Government Island fishing wharf.

Ms. Jacqueline Frank was introduced as the new Executive Director of the National Railroad Museum.

2. Review/action regarding February 25, 2010, meeting minutes.

N. McKloskey made a motion to approve the minutes as presented. F. Monique seconded. Motion carried unanimously.

3. Review/discussion of revised Draft Chapter 1: Introduction.

A. Schuette informed the committee of changes made to the draft chapter based on comments received from the February committee meeting. Specific changes included adding Brown County Comprehensive Plan goals and objectives pertinent to the

waterfront to create the guiding vision for the waterfront plan.

C. Karls requested to clarify in the waterfront plan that the listed goals and objectives are taken directly from the Brown County Comprehensive Plan to avoid confusion with regard to the heading subtitles.

K. Pabich requested the photographs be captioned to better inform the reader and for consistency with all the chapters.

P. Blindauer noted it may create more reader interest to include references to some of the major waterfront issues in Chapter 1 that are discussed in detail later in the plan, such as Renard Island, port business expansion, intermodal containerized shipping opportunities, and the Cat Island Restoration.

4. Review/discussion of Draft Chapter 2: Study Area Land Uses.

A. Schuette provided background on how the draft Study Area Land Uses Chapter is set up, including the designation of "opportunity areas" that group similar land use areas together.

F. Monique noted it would be helpful to have a listing of land uses by parcel to create more specificity in the chapter.

A. Schuette stated that developing an appendix listing the land uses by parcel number and grouped by opportunity area is possible with the County's GIS system and will be included in the final document.

K. Pabich noted a way to benchmark and measure changes within the waterfront area would be to benchmark the total assessed valuation of each opportunity area and then recalculate them into the future to determine progress made.

A. Schuette said this would be a valuable exercise and will be included in the document.

C. Karls requested adding hyperlinks in the document to make it more interactive.

P. Blindauer noted a link to the Brown County Mapping Website would also be useful.

5. Review/discussion of Draft Chapter 3: Public Waterfront Access.

A. Schuette presented background on draft Chapter 3: Public Waterfront Access, including a discussion of improved parks, trails, and road-end access points. A. Schuette noted that the road-ends are generally not publicly known as official public access points and, except for the West Lazaar Avenue road-end in Allouez, are not signed as public access points. A. Schuette noted that many property owners adjacent to the road-ends consider the road-ends to be part of their property even though it is a public right-of-way. A. Schuette furthermore stated that some of the road-ends are not useable due to their locations in heavy industrial area and encroachments from adjacent properties. Therefore, the local unit of government should be contacted prior to utilizing the road-ends for public access.

N. McKloskey noted that users of the road-ends should be considerate of neighboring property owners in terms of parking.

K. Pabich stated the public should be encouraged to utilize improved parks and access points when they have a choice since there are facility improvements (restrooms, garbage receptacles, benches, disabled access, etc.) that are not available at road-ends.

P. Dart noted that kayakers in particular do not require improvements for usage.

A. Pierce stated a group is currently in the process of developing a Lake Michigan water trail similar to one that exists along Lake Superior and the identification of access points will help that effort as well as the Fox-Wisconsin Heritage Parkway effort.

F. Monique noted it would be helpful to include the number of parking spaces available at each improved park.

R. Koffler stated that having links to the websites of private marinas with transient boat dockage would be useful to readers.

A. Schuette asked the committee if a long-term goal should be to develop a west-side trail connection linking downtown De Pere to downtown Green Bay.

K. Pabich stated that many of the links are already in place, including the bike lanes on Broadway in Ashwaubenon.

R. Ledvina said a way to connect the parks and points of access are key.

The committee consensus was that a west-side trail consisting of off and on-road facilities linking the various parks and attractions would be a worthy long-term goal of the plan.

6. Review/discussion of Draft Chapter 4: Summary of Existing Plans Relative to the Waterfront.

A. Schuette provided an overview of Chapter 4 and the many plans developed over the past 10 years that impact the waterfront.

C. Karls asked if site-specific plans such as the Bay Beach plan, downtown Green Bay plans, or Heritage Hill plan should be included.

A. Schuette stated that including the plans would help to provide a base level of information and encourage information sharing across agencies.

N. Sparacio asked if the other communities are identified for specific recommendations similar to the City of Green Bay.

A. Schuette stated that the plan does identify potential recommendations throughout the document in all communities, where appropriate, based upon sound planning

principles and noted opportunities. The plan uses terms such as “encourage” and “consider” because there is a recognition that each community will ultimately make their own decisions how to proceed, but the communities will hopefully take the plan recommendations into consideration. A. Schuette stated a primary goal of the waterfront plan is to facilitate greater communication among the various communities, agencies, businesses, and interest groups when potential opportunities or issues arise. A. Schuette asked the committee to forward any pertinent plans that they would like to see in the plan to him.

P. Blindauer noted that the Great Lakes Restoration Initiative (GLRI) could provide funding for implementation of the plan.

D. Haen provided background on two GLRI grants Brown County Port and Solid Waste Department received for the capping of Renard Island and the Cat Island Restoration.

7. Plan completion timeline update.

A. Schuette informed the committee that he is currently working on Chapter 5, which is a literature review of successful waterfronts and case studies of Milwaukee and Duluth-Superior and how they integrate port and non-port land uses. Chapter 6 will contain the recommendations of the waterfront plan. A. Schuette stated he hopes to have a draft document together for committee review by the end of September.

8. Set next meeting date and location.

The next meeting will be scheduled for the end of September with a specific date, time, and location to be determined.

9. Adjourn.

Motion made by C. Karls to adjourn the meeting. The motion was seconded by C. Detrick. Motion carried unanimously. Meeting adjourned at 3:30 p.m.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats. a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, October 12, 2010, at 5:15 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jack Krueger, Sherry Steenboch, Donald Bettine, Jim Haskins, Duane "Snake" Pierce, John Walschinski, Joe Witkowski.
EXCUSED: Kristen Verhaagh, Troy Ness, John Maino
ALSO PRESENT: Jerry Polus

****Running Total of Veterans' Certificates: 1154**

1. Call Meeting to Order:

The meeting was called to order by Chairman Jack Krueger at 5:15 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda:

Chair Krueger stated the agenda must be modified to accept the September 14, 2010 minutes provided to the committee members.

A MOTION WAS MADE BY BETTINE AND SECONDED BY HASKINS TO APPROVE AS MODIFIED. Vote taken. Nay: 1 (Witkowski) MOTION CARRIED

4. Approve/Modify Minutes of August 10, 2010.

A MOTION WAS MADE BY PIERCE AND SECONDED BY BETTINE TO APPROVE THE SEPTEMBER 14, 2010 AND AUGUST 10, 2010 MINUTES. Vote taken. Nay: 1 (Witkowski) MOTION CARRIED

5. Members Report on Donating Businesses for Veterans' Day.

Haskins reported that he had no additions at this time but noted the display in the Stowe Drugs window in De Pere, he stated it was pretty awesome. He received a letter from the Green Bay Yacht Club in which he read to the committee.

Walschinski reported that he had his list from last year and will contact his previous donors as well as work on adding new donors.

Bettine reported that he had contacted Seroogy's Chocolates and they will donate a candy bar or a chocolate covered cookie to all veterans and at both stores.

Steenboch reported that she contacted the four local newspapers (Green Bay Press Gazette, the Green Bay Sun, and the Ashwaubenon Press) and had heard back from two. The Green Bay Press Gazette stated that they will do what they could. She noted that she had contacted Time Warner Cable as well as the County Board office. She noted that she is about half way through contacting the people from her list.

Witkowski stated that he had contacted several businesses but asked the committee to provide him with additional information of what he should be asking for since this is his first year participating. The committee explained that they are looking for anything that is offered to veterans such as discounts or freebies on Veteran's Day and noted that once their list is compiled they publish that information in local newspapers, etc. Steenboch asked that all committee members provide her with their lists by the end of October to assure they make the publishing deadlines.

Pierce reported that he had lost a couple donors from previous years but will be working on adding new ones.

Krueger reported that the Museum and the NEW Zoo will be offering free admission to veterans again this year.

6. Report from CVSO Jerry Polus (if available).

Polus reported that they had their statewide fall conference last week in Port Washington and stated it was outstanding. Their spring conference is in LaCrosse and in Wausau in the fall. On Thursday he'll be in Rhinelander, the state VA meets. The concern at the state level is the budget, trust fund. He serves on the Finance Committee for the state VA. The major issue is how they are going to revitalize the trust fund which will run out of money in a year and a half (2012) unless they use other dollars, but from where? He plans to keep the committee updated after each meeting.

On a local level, the Veteran's Department budget had been approved by the County Executive as submitted. It next goes to the Human Services Committee on Wednesday, October 27, 2010 at ASPIRO, 1673 Dousman Street at 5:30 p.m. Prior to the discussion/approval of their budget they have public testimonies. People from the public can come and comment on any of the budgets within that category of Human Services committee. Following the action of the committee the final step is full County Board in November. Polus noted that people could come forward and request that the Veteran's office be fully staffed at their current level with no reductions, etc. To beat his target of 5% below current level reduce one full time position to .80 and he heard that at last night's Administration Committee meeting there is a list out there that may reduce the position even further. Polus stated that he gave his PowerPoint which talks about their office and what they do to the Human Services committee which went very well.

Polus informed that he had one staff member off on medical leave, this position handles all death benefits and anything related. The position will be currently vacant till the first of the year.

Polus stated he had not done so yet but had planned to submit a request to the Air Force Hot Brass Band to perform for next years fair.

In addition, Polus contacted Kathy Kocken, Brown County Fair Administrative Assistant and Exhibit Coordinator, and noted that he'd like to get together earlier next year to emphasize the importance of the promotion of "Veterans Day at the Fair". He stated they might want to invite the Fair Board in March or April. He hopes to have a commitment with the Air Force Band by then as well.

Polus added (which was discussed at the September meeting) Mayor Schmidt proposed a bill for all disabled veterans to be able to ride the busses for free. He informed that the Transit Authority told him this afternoon that Veterans have to show a Department of Veterans Affairs identification card with the words "services connected" or initials "SC". Service attendants for disabled veterans can also ride free.

With regards to the t-shirts, they ordered and received 25 and are now stocked with medium, large, XL and XXL. However, the cost for the XXL are more than the other sizes. A suggestion had been made to increase the costs to \$15. Krueger stated that since it was a fundraising effort to support their emergency fund they should go across the board with it. Polus asked that it be added as an agenda item for next months meeting. He stated that next month he will bring a report on actual sales of t-shirts, mugs, etc. from the Veteran's Office.

Polus informed that the VFW Posts and the Vietnam Veterans have donated over \$1,000 in gift cards to the Emergency Funds but they almost out. He stated they need some helps but had plans to contact other veterans groups.

Bettine questioned the latest in regards to the Old Glory Honor Flights; Pierce responded that there are two scheduled before the end of the year.

7. Report from Committee Members Present (Bettine, Haskins, Maino, Ness, Pierce, Verhaagh, Walschinski & Witkowski).

Bettine reported that at the last fair he had purchased donuts and cookies and felt that a majority of them went to the band. He recommended finding ways to spend the money more wisely.

Pierce noted that at 11:15 a.m. today, it was the anniversary of the attack on the U.S.S. Cole and asked that everyone take a moment of silence or say a prayer for the family it affected. He received information that in South Carolina, if you pretend to be a veteran you can be fined up to \$10,000 if found guilty. He also found out that in severe cases it can also be brought to the Supreme Court.

In honor of Columbus Day Witkowski performed a patriotic poem he had written before the committee.

Bettine reported that the United Patriotic Society is hosting their Veterans Day ceremony on November 11, 2010 at the Brown County Veterans Memorial Arena. Ceremony to start at 10:30 a.m. It will conclude at the Memorial Flagpole at 11 a.m.

8. Such other Matters as Authorized by Law. None.

9. Adjourn.

A MOTION WAS MADE BY HASKINS AND SECONDED BY STEENBOCH TO ADJOURN AT 5:55 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, November 9, 2010, at 5:15 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT:	Jack Krueger, Sherry Steenboch, Donald Bettine, Jim Haskins, Duane "Snake" Pierce, John Walschinski, Joe Witkowski, John Maino
EXCUSED:	Kristen Verhaagh, Troy Ness, Jerry Polus

****Running Total of Veterans' Certificates: 1156**

1. Call Meeting to Order:

The meeting was called to order by Chairman Jack Krueger at 5:15 p.m.

**** Please Note: Mini-recorder had a technical problem; inaudible. Minutes were taken from the Chairman's notes.*

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda:

**A MOTION WAS MADE BY HASKINS AND SECONDED BY BETTINE TO APPROVE.
Vote taken. MOTION CARRIED UNANIMOUSLY**

4. Approve/Modify Minutes of October 12, 2010.

**A MOTION WAS MADE BY PIERCE AND SECONDED BY WALSCHINSKI TO APPROVE.
Vote taken. MOTION CARRIED UNANIMOUSLY**

5. Members Report on Donating Businesses for Veterans' Day.

Members reported individually and expressed their surprise and excitement with the Press Gazettes article regarding donating businesses for Veteran's Day this year.

6. Report from CVSO Jerry Polus (if available).

a) PowerPoint Presentation developed for the Veteran's Office.

Polus was not available to present his PowerPoint as he had a prior obligation with regards to Veteran's Day events.

b) Report of Sale of T-shirts and Action to Increase the Sale Price of T-shirts.

Discussions ensued at the October meeting with regards to the increase in cost of the larger size t-shirts. It was the consensus of the committee to increase the fees across the board for all t-shirts.

**A MOTION WAS MADE BY HASKINS AND SECONDED BY PIERCE TO
APPROVE THE INCREASE THE SALE PRICE OF VETERAN T-SHIRTS. Vote
taken. MOTION CARRIED UNANIMOUSLY.**

7. Report from Committee Members Present (Bettine, Haskins, Maino, Ness, Pierce, Steenbock, Verhaagh, Walschinski & Witkowski

At this time committee members gave brief monthly reports before the committee.

Chair Krueger reported that Fly Me Flag Company on Ashland Avenue were making automobile window flags from the LZ Lambeau event available to the Brown County Veterans Service Office for sale.

A MOTION WAS MADE BY HASKINS AND SECONDED BY BETTINE TO PURCHASE 10 FLAGS. Vote taken. MOTION CARRIED UNANIMOUSLY.

Maino reported on his efforts to send one ton of candy to military serving in Afghanistan mountains. Donations are needed for postage and additional candy. Efforts have been about 75% successful at this time.

8. Adjourn.

A MOTION WAS MADE BY HASKINS AND SECONDED BY WALSCHINSKI TO ADJOURN AT 6:00 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary